

ELECTRONIC CASE FILING CM/ECF



User's Manual

Southern District of California
(Revised July 2008)

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Electronic Case Files System User's Manual

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Internet Explorer or Mozilla Firefox, and Adobe Acrobat.

Help Desk

Contact the Court's Help Desk between the hours of 8:30 A.M. and 4:30 P.M., Monday through Friday, if you need assistance using ECF.

Toll Free Help Desk **(866) 233-7983**

OR

E-mail: ecfhelp@casd.uscourts.gov

ECF System Capabilities

The United States District Court, Southern District of California Web Site allows visitors to:

- Open the Court's web page
- View or download the most recent version of the User's Manual
- Review the Administrative Policies & Procedures Manual, General Order 550 and 556.
- Download the New (12/07) Civil Cover Sheet (Updated 4/11/08)
- Register for Training at the U. S. District Court in San Diego
- Register as an Attorney filer with ECF
- Self-train on a web-based ECF Tutorial

-
- Practice entering pleadings into ECF using a “training” database that is similar to the official live ECF database

The electronic filing system allows registered participants with Internet accounts and Internet Explorer 6.0 or 7.0 or Mozilla Firefox 1.5 or 2.0 to perform the following functions:

- Electronically file pleadings and documents in actual cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A personal computer running Windows or Macintosh
- Internet access supporting a transfer rate of 56kb or higher
- CM/ECF has been tested and works correctly with Firefox 1.5 and 2.0, and Internet Explorer 6.0 and 7.0
- PDF compatible word processor like WordPerfect or Word
- Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer, pdf995, as well as certain word processing programs can perform this function. Adobe Acrobat 7.0 and higher meet the CM/ECF filing requirements. For viewing documents, not authoring them, only Adobe Acrobat Reader 7.0 or higher is needed.
- A scanner to image non-computerized documents (400dpi maximum, black and white). Note: This would only be used for documents that cannot be produced electronically. Scanned documents are not text searchable. We are moving away from the utilization of scanned documents inside the Court and are asking you to do the same when possible.

PACER Registration

ECF users must have a PACER account in order to use the Query and Report features of the ECF system. PACER (**P**ublic **A**ccess to **C**ourt **E**lectronic **R**ecords) is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts via the Internet. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

Registering for Access to ECF

Participants will need to register with the Court to receive a login and password for the ECF system. Registration can be completed by visiting our web site (<http://www.casd.uscourts.gov/cmecf>) and selecting “ECF Registration”.

Complete the electronic registration form and follow the instructions to electronically submit the form to the court. Your e-mail address will be confirmed and with your confirmation of that address your U. S. District Court login and password will be e-mailed to you.

Once an account has been established, your login and password will be sent to the official Internet e-mail address that you provide on your registration form.

Registered users can visit a training version of the system on the Internet at <https://ecf-train.casd.uscourts.gov> to practice ECF activities. We strongly recommend that registered users practice in the “training” ECF database before filing documents in the “live” ECF database, or attend a free training offered at the Clerk’s Office. Registration for class and on-line computer based training can be accessed by visiting our web site (<http://www.casd.uscourts.gov/cmecf>) and selecting “Training”.

Preparation

Setting Up the Acrobat PDF Reader

Users must set up Adobe’s Acrobat Reader software in order to view documents that have been electronically filed on the system. All pleadings must be filed in PDF format. When installing this product, please review and follow Adobe’s directions to utilize Acrobat Reader after installation.

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court

using the ECF system. Before sending the file to the court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF File

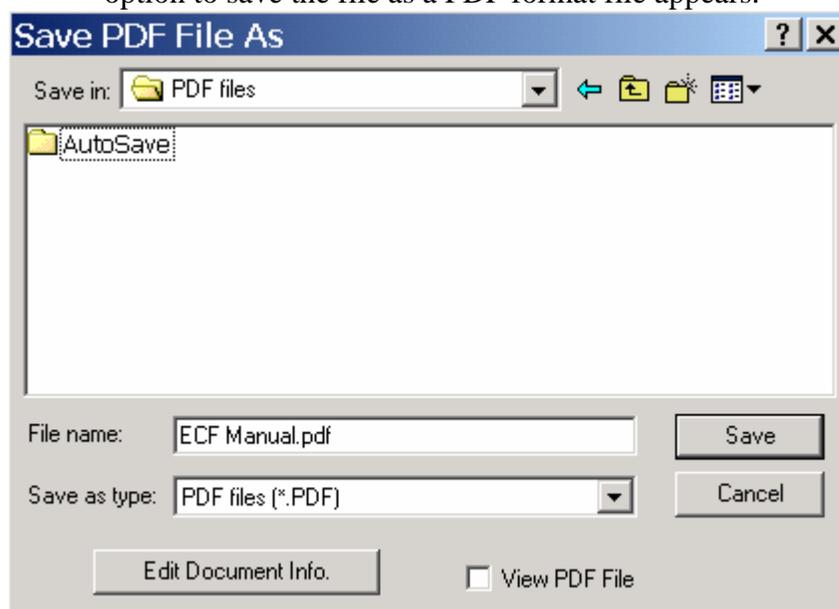
- Start the Adobe Acrobat program.
- Go to the *File* menu and choose *Open*.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the *View* menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special software such as Adobe Acrobat Writer, FinePrint pdfFactory, or pdf995. WordPerfect versions 11 and 12 have Acrobat Writer built-in and can also be used to convert documents to PDF.

Using any word processing program:

- Install Acrobat Writer or other PDF converter on your computer
- Open the document to be converted
- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDFWriter, FinePrint pdfFactory, Publish to PDF, or similar** as the printer from within your word processing software.
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.



- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, giving it the extension .PDF and click the **[Save]** button.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.

**You must have either Adobe Acrobat Writer or another PDF converter installed on your computer to see these choices listed.*

Basics

User Interactions

There are three general types of user interactions allowed by the system:

- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks

Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

Documents Filed In Error

A document incorrectly filed in a case may result from (a) posting the wrong PDF file to a docket entry; (b) selecting the wrong document type from the menu; or (c) entering the wrong case number and not discovering the error before completing the transaction.

To request a correction, telephone as soon as possible after an error is discovered:

Help Desk (866) 233-7983

You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

Viewing Transaction Log

This feature, selected from the Utilities menu allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the Court's Help Desk as soon as possible.

User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page.

Enter <http://www.casd.uscourts.gov>, when the court's web page opens, click on the CM/ECF hyperlink.

A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training database before trying to actually file a document.

How to Access the System

Users may access the system via the Internet by going to <https://ecf.casd.uscourts.gov>

Or, you may go to the Southern District of California's Web site at www.casd.uscourts.gov and click on the **CM/ECF Website** hyperlink, then click on the **ECF Login** hyperlink.

Click on **Link to Electronic Filing System (Live Area)** to open the login screen and login to ECF. You may also access the courts **Training Database** by going to <https://ecf-train.casd.uscourts.gov>; or clicking on the **Link to Electronic Filing System (Training Area)** on our CM/ECF website.

Logging In

The next screen is the login screen.

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

In the future an access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.

Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you wish to query the database for case information or to view a document, enter your ECF Login and Password, select Query or Reports from the top toolbar, and then enter your **PACER** login and password. You will be charged a fee to view ECF case dockets and documents.

Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

- If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

Login failed either your login name or key is incorrect



- Click on the **[Back]** button in your browser and re-enter your correct login and password.

Once the **Main Menu** appears, choose from a list of **hyperlinked** options on the top bar.



Note: The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk as soon as possible.

Selecting ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

- Civil**- Select **Civil** to electronically e-file all civil case pleadings, motions, and other court documents.
- Criminal**- Select **Criminal** to electronically e-file all criminal case pleadings, motions, and other court documents.
- Query** Query ECF by specific case number, party name, business name, or nature of suit to retrieve documents that are relevant to the case. You must login to **PACER** before you can query ECF. Query allows a review of the Docket Report, pending Deadlines and Hearings, attorneys in the case and parties in the case. See **QUERY** later in this manual for more features.
- Reports**- Choose **Reports** to retrieve docket sheets and cases-filed reports. You must

- Search-** login to **PACER** before you can view an ECF report. Search Menus and Events can help you find and get the menu option or e-filing event you need. Each option displays a link to deliver you to the first screen for docketing.
- Utilities-** View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.
- Logout-** Allows you to exit from ECF and prevents further filing with your password until the next time you log in.
-  The question mark icon will provide a help file for the screen you are viewing.

Civil Events Feature

Registered filers will use the Civil feature of ECF to electronically file with the Court a variety of pleadings and other documents for civil cases. This section of the manual describes the basic steps to take in order to file a single motion with the Court. The process is consistent regardless of the event.

General Rules and Manipulations

Manipulating the screens

Each screen has the following two buttons:

-  Clears **all** characters entered in the box(es) on that screen.
-  Or  accepts the entry just made and displays the next entry screen, if any.

Correcting a mistake:



Use the  button on the browser toolbar to go back and correct an entry made on a previous screen. Review the final text window carefully before submitting an e-filing, if the text is incorrect, or the wrong document was attached to the e-filing, **START OVER**. However, once the document is transmitted to the court, only the court can make changes or corrections.

Signatures; Affidavits of Service

Documents which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute shall be filed electronically with originally executed copies maintained by the filer. The pleadings or other documents electronically filed shall indicate a signature, e.g., “s/Jane Doe.”

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

Documents requiring signatures of more than one party shall be filed either by submitting a scanned document containing all necessary cursive signatures; by representing the consent of the other parties on the document; or by filing the document identifying the parties whose signatures are required. Parties shall have one business day to file an Objection to Electronic Filing if they object to contents of the document that contains their signature. The filing party or attorney shall retain the hardcopy of the document containing the original signatures for five (5) years after final resolution of the action, including final disposition of all appeals.

Filing Documents for Civil Cases

There are ten basic steps involved in filing a document:

1. Select the type of document to file (Use the Search Button if you are unsure of the event);
2. Enter the case number in which the document is to be filed;
3. Designate the party(s) filing the document;
4. Specify the PDF file name from your saved documents with the Browse feature;
5. Add attachments, if any, to the document being filed;
6. Modify docket text as necessary;
7. Review the final text prior to submitting for accuracy and to verify the Source Document Path;
8. Submit the pleading to ECF;
9. Receive notification of electronic filing (NEF);
10. Review NEF for service by other means to parties not receiving electronic service. Mail or make personal delivery of these documents.

After successfully logging into ECF, follow these steps to file a pleading.



Select the type of document to file

Select **Civil** button from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your e-filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for e-filing other pleadings in ECF.

Click on **Motions**, under **Motions and Related Filings**



The **Motions** screen displays the “Available Events” list, click the one to e-file; it will appear in the “Selected Event” box. Multiple motion types are allowed, and your selections appear in the “Selected Events” list. Remove an event by clicking on it. To find the event quickly, type some letters from any word in its description and the “Available Events” selection list collapses to include only those events which contain those letters.

NOTE: Many events will have a **RED** message from the court. Read the message to ensure you are in compliance with the Electronic Case Filing Administrative Policies and Procedures for the Court.

Motions

Start typing to find an event.

Available Events (click to select events) **Selected Events** (click to remove events)

Alter Judgment
Amend/Correct
Appeal In Forma Pauperis
Appear
Appoint Counsel
Appoint Custodian
Appoint Expert
Appoint Guardian/Attorney ad Litem
Appoint Receiver
Approve Consent Judgment
Attorney Fees
Bifurcate
Bond
Certificate of Appealability
Certify

Do Not File or Submit Proposed Orders in the ECF System. Pursuant to the Admin Policies & Procedures Manual, section II.h, proposed orders are to be E-mailed to the official E-mail address of the Judge assigned to the case.

For demonstration purposes, highlight **Preliminary Injunction**. It will populate the Selected Events box, and then click on **[Next]**.

Motions

pr Click your selection, or use arrows to highlight it and press Enter.

Available Events (click to select events) **Selected Events** (click to remove events)

Dismiss/Lack of Prosecution
Forfeiture of Property
Preliminary Injunction
Proceed In Forma Pauperis
Produce
Protective Order
Return of Property
Writ of Habeas Corpus ad prosequendum

Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Find this Case]**.

Motions

Civil Case Number

- If the number is entered incorrectly, click **Clear** to re-enter. If the computer prompts that you entered an invalid case number, click on **Back** to re-enter.
- When the correct case number is selected, click on **Next**.

Designate the party(s) filing the document

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there are tabs for 'Civil', 'Criminal', and 'Query'. Below the tabs, the page title is 'Motions' and the case number is '3:06-cv-31204-BTM-WMC Mason v. Oyl'. The main instruction is 'Select the filer.' followed by 'Select the Party:'. There is a scrollable list of parties: 'Mason, Laura [Plaintiff]' and 'Oyl, Olive [Defendant]'. To the right of the list is a link 'Add/Create New Party'. At the bottom of the list are two buttons: 'Next' and 'Clear'.

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group.

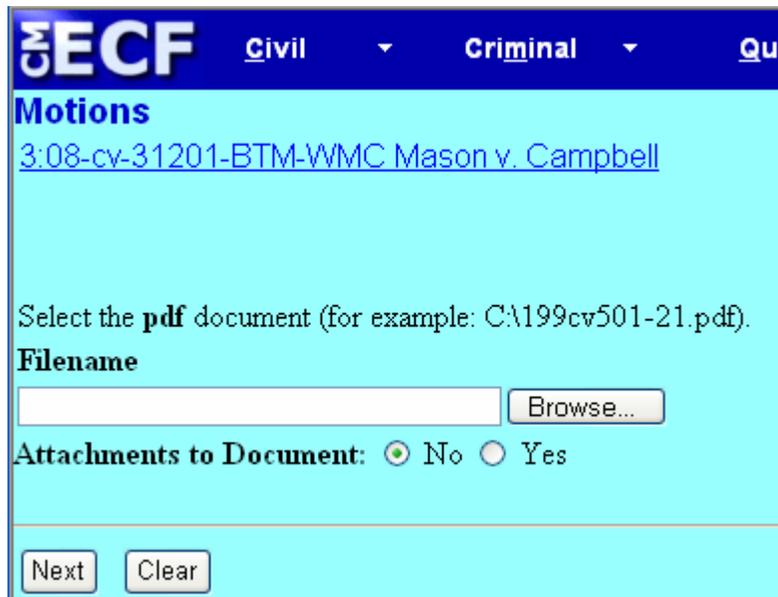
After highlighting the parties to the motion, click on the **[Next]** button.

NOTE: If your party does not appear, see the section of this manual titled **Add/Create New Party**.

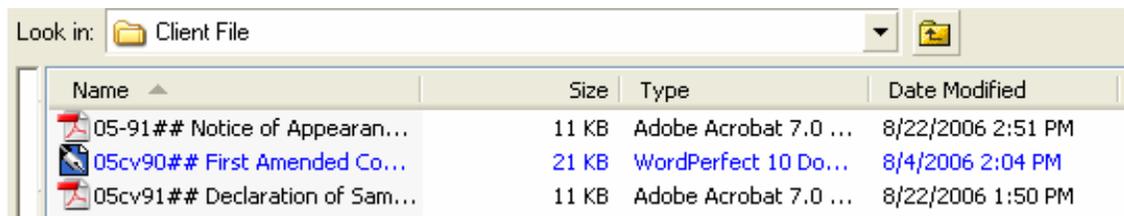
Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

NOTE: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document.



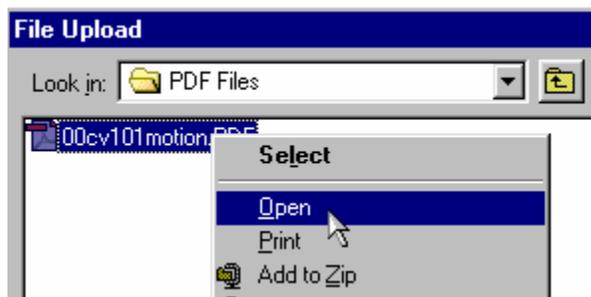
- Click on the [**Browse**] button. ECF opens to your saved documents files



- Navigate to the appropriate directory and file name to select the PDF document you saved to e-file.

- Highlight the file to upload to ECF.

NOTE: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on [**O**pen]. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat and click on the [**O**pen] button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

ECF Civil • Criminal • Query

Motions

[8:00-cv-00101 Solich v. Stoops](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

C:\My Documents\PDF Files\00cv101mo

Attachments to Document: No Yes

- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text,**” to proceed with your filing.
- If you have Attachments to your motion, such as a Memorandum of Points and Authorities or a Declaration you will select **[Yes]** on the Radio Button depicted above. Click on **[Next]** and proceed to the first step in Section 5, “**Adding Attachments to Documents Being E-filed**”.

If the event you selected and highlighted is a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.

ECF Civil ▾ Criminal ▾ Query Reports ▾ Util

Motions

[3:08-cv-31201-BTM-WMC Mason v. Campbell](#)

ERROR: Document is not a well-formed PDF document (no further information is available).

- ECF will not permit you to submit a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select a Document to E-File

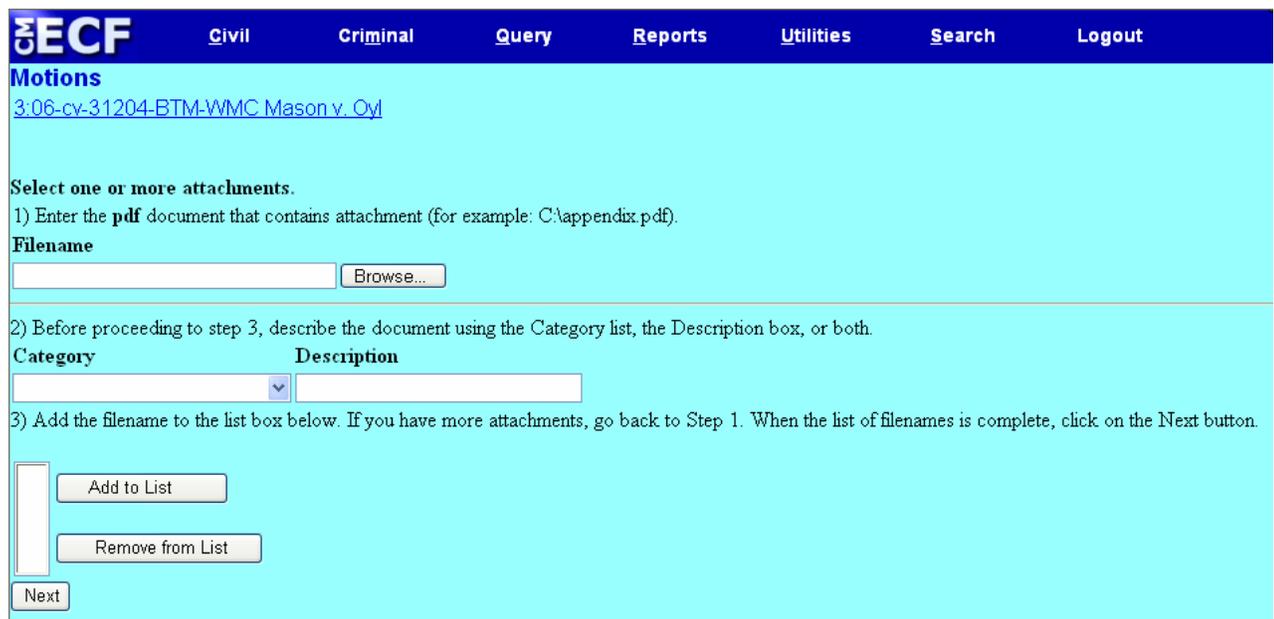
If you fail to select a document to e-file with your pleading, ECF will display the error message depicted below.



- If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

Add attachments to documents being filed

If you need to attach documents to your motion, a new **Motions** screen appears.



- **Step 1:** Click on **[Browse]** to search for the document file name of the attachment. ECF opens to your saved documents files.
- **Step 2:** Click on the arrow in the **Category** field and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- **Step 3:** Click on **[Add to List]**.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

- Step 4: Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on [Next].

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 10MB in size, can be submitted in paper format. Present the entire pleading with attachments to the clerk's office for handling.

NOTE: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

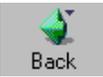
Modify docket text

The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below this is the 'Motions' section for case '8:00-cv-00101 Solich v. Stoops'. The 'Docket Text: Modify as Appropriate.' section contains a text entry: 'MOTION for Preliminary Injunction' followed by a text box and 'on behalf of Plaintiff Frank Solich (attorney2,)'. A dropdown menu is open on the left of the text entry, showing a list of pre-text options. An arrow points to this dropdown menu. Below the text entry are 'Next' and 'Clear' buttons.

Click on the button shown here to open a pre-text drop-down list. Select a pre-text if appropriate.

Click in the open text area to type additional text for the description of the pleading.

Submit the pleading.

- Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the  **Back** button on the browser toolbar to find the screen you wish to alter.

ECF Civil Criminal Query Reports Utilities Search

Motions
[3:06-cv-31204-BTM-WMC Mason v. Oyl](#)

Docket Text: Final Text
Joint MOTION for Preliminary Injunction as to all defendants by Laura Mason. (Attachments: # (1) Memo of Points and Authorities)(attytrain23,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
K:\COMMON\EVERYONE\CM-ECF COMMITTEE NOTES\Miscellaneous\Motion.pdf pages: 1
K:\COMMON\EVERYONE\CM-ECF COMMITTEE NOTES\Miscellaneous\PDF document1.pdf pages: 1

Next Clear

- Click on the [Next] button e-file the pleading.
- NOTE: ECF will display the Source Document Path for the attached e-filings. The path includes both the file and document name and the number of pages for each document

Note: The screen depicted above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any Menu Item on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser [**Back**] button until *you return to the desired screen.*

Notice of Electronic Filing

ECF opens a new window displaying an ECF filing receipt.

The screenshot shows the ECF system interface with a dark blue header containing navigation links: Civil, Criminal, Query, Reports, Utilities, Search, and Logo. Below the header, the page title is "Motions" and the case name is "3:08-cv-00020-LAB-PCL Watters v. Walker". The court information is "U.S. District Court Southern District of California". The main content is a "Notice of Electronic Filing" stating that a transaction was entered on 4/18/2008 at 1:32 PM CDT and filed on 4/18/2008. It lists the Case Name as "Watters v. Walker", Case Number as "3:08-cv-20", Filer as "Sherri Watters", and Document Number as "3". The Docket Text includes "MOTION for Preliminary Injunction by Sherri Watters. (Attachments: # (1) Memo of Points and Authorities)(jrl)". Below this, it states "3:08-cv-20 Notice has been electronically mailed to:" and "3:08-cv-20 Notice has been delivered by other means to:". At the bottom, it lists the contact information for Nancy Warner, Law Offices of Nancy Warner TEST_3.0.4, for TEST Purposes Only, at 222 West 2nd Street.

- The screen depicted above, also called the Notice of Electronic Filing (NEF) provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the document number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the browser toolbar to print the document receipt.
- Select **[File]** on the browser menu bar, and choose **Save As...** from the drop-down window to save the receipt to your client file
- **Note:** The **Notice of Electronic Filing** represents your confirmation of filing. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, to retain a hard copy in your personal files.
- ECF will electronically transmit the **Notice of Electronic Filing** to the judges, attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. **It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic**

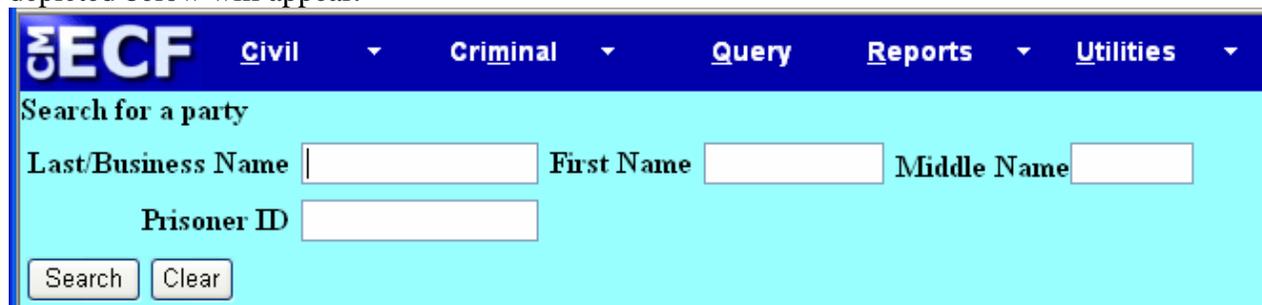
Filing to attorneys and parties who are not set up for electronic notification.

Litigants receiving the NEF will receive this notice. There is only one (1) free look for each registered attorney. If the attorney has secondary e-mail addresses, there is still only one (1) free look for the attorney's account.

*****NOTE TO PUBLIC ACCESS USERS*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.**

Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the "Select a Party" screen, click on **Add/Create New Party**. The screen depicted below will appear.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and several menu items: Civil, Criminal, Query, Reports, and Utilities, each with a dropdown arrow. Below the navigation bar, the text "Search for a party" is displayed. Underneath, there are three input fields for "Last/Business Name", "First Name", and "Middle Name". Below these is a "Prisoner ID" input field. At the bottom of the search area, there are two buttons: "Search" and "Clear".

You must first perform a search to see if your party is already entered on the ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the company name in the Last/Business Name field. Click **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **[Select name from list]**. Review the party information and select the party's role in this filing. Click **[Submit]**.

If a match is not found, or your party does not appear in the list, click **[Create new party]**. ECF displays the following screen.

CM/ECF Civil Criminal Query Reports Utilities Search Logout ?

Search for a party

Last/Business Name First Name Middle Name

Prisoner ID

Party search results

No person found.

CM/ECF Civil Criminal Query Reports Utilities Search Logout

Party Information

Last name First name

Middle name Generation

Title

Role Pro se

Prisoner Id Unit

Office

Address 1

Address 2

Address 3

City State Zip

County Country

Prison

Phone Fax

E-mail

Party text

Start date

Add all aliases, corporate parents and other affiliates before clicking the Submit button.

- For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop down list. Enter appropriate **Party Text** for the business, (ie. A California Business Entity) Click [**Submit**].
- For an individual, fill out the **Last Name**, **First Name**, and **Middle Name** fields as appropriate. Choose the appropriate **Role** from the drop down list. Enter appropriate **Party Text**, (i.e. An individual). Enter any appropriate Alias information by clicking on the Alias Button. Select the appropriate alias type, (i.e. dba, aka, etc.) Return to the

party screen by clicking on Add alias button. Click [**Submit**].

- Leave all other fields blank.

Criminal Events Feature

Filing Documents for Criminal Cases

There are eleven basic steps involved in filing a criminal document:

1. Select the type of document to file (Use the Search Button if you are unsure of the event);
2. Enter the case number in which the document is to be filed;
3. Designate the defendant that the filing relates to;
4. Verify that the case number and caption are correct;
5. Specify the PDF file name and location for the document to be filed;
6. Add attachments, if any, to the document being filed;
7. Designate the party(s) filing the document;
8. Modify docket text if applicable;
9. Review the final text prior to submitting for accuracy and to verify the Source Document Path;
10. Submit the pleading to ECF;
11. Receive Notification of Electronic Filing;
12. Review NEF for service by other means to parties not receiving electronic service. Mail or make personal delivery of these documents to parties not receiving electronic service.

After successfully logging into ECF, follow these steps to file a pleading.



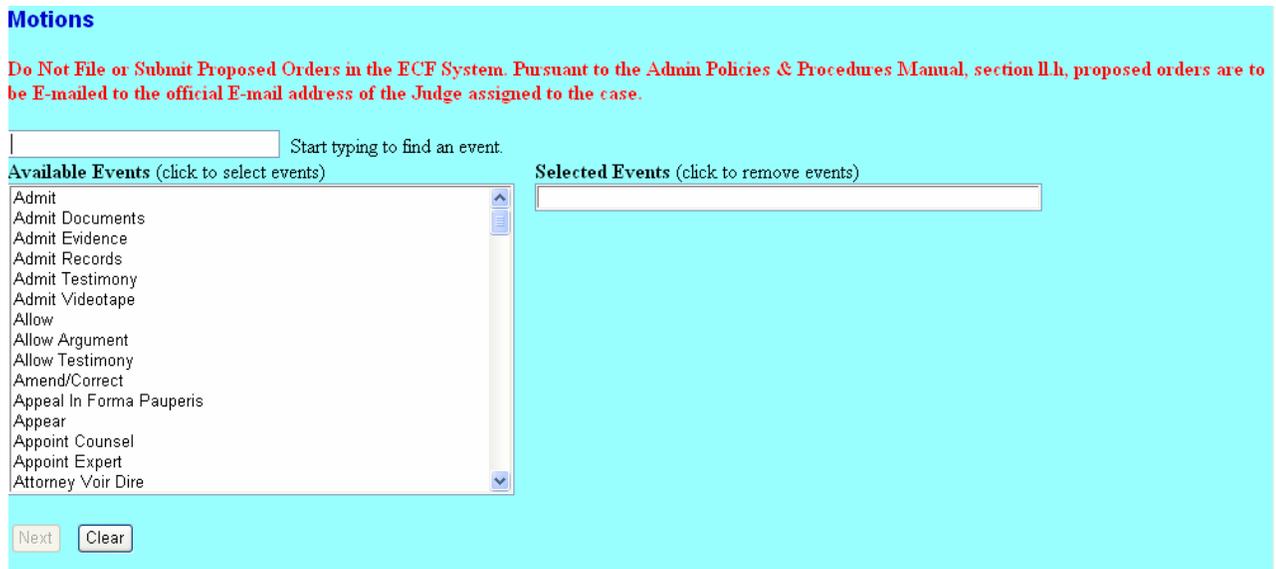
Select the type of document to file

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.



Click on **Motions**, under **Motions and Related Filings**

The **Motions** screen appears as well as a message regarding Proposed Orders. Proposed Orders should not be e-filed on the ECF System, or attached to filed documents. See section 11.h of the Administrative Policies and Procedures.



The “Available Events” list displays the motion events. Select the desired event and the selection populates the “Selected Events” list. Remove a selected event by clicking on it.

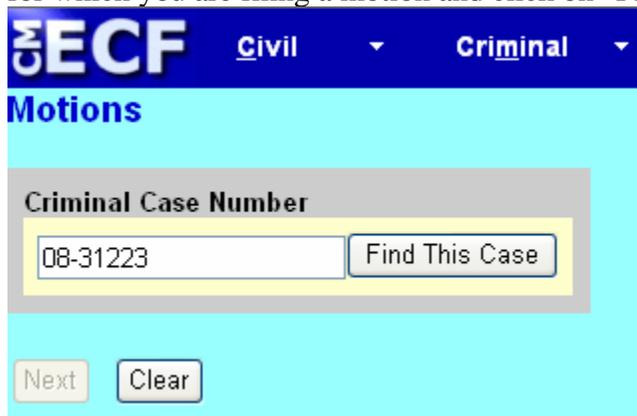
To find the desired event quickly, type some letters from any word in its description and the selection list collapses to include only those events which contain those letters.

Alternatively, scroll through the menu until you find the type of motion or application you wish to file and select by clicking on the motion type.

For demonstration purposes, highlight **Suppress** and click on **[Next]**.

Enter the case number in which the document is to be filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on “Find this Case” then click on **[Next]**.



The screenshot shows the ECF Motions interface. At the top, there is a blue header with the ECF logo and two dropdown menus labeled 'civil' and 'Criminal'. Below the header, the word 'Motions' is displayed in blue. A grey box contains the text 'Criminal Case Number' above a text input field containing '08-31223' and a 'Find This Case' button. At the bottom of the interface, there are two buttons: 'Next' and 'Clear'.

Note: If the case number you are working on is 3:02cr100, you could enter the case number in any of the following formats:

02-100

02cr100

3:02-cr-100

3-02-cr-100

3:02cr100

If the filing is as to one defendant, select that defendant. If the filing is to the entire case, select the first option, and then click on Next.

ECF Civil Criminal

Motions

Criminal Case Number

08-31223

Select a case:

- 3:08-cr-31223-H USA v. Franklin et al
- 3:08-cr-31223-H-1 Carol Franklin
- 3:08-cr-31223-H-2 Thomas Kelley
- 3:08-cr-31223-H-3 Karen Tracy (closed)
- 3:08-cr-31223-H-4 John Denton

- If the number is entered incorrectly, click [**Clear**] to re-enter. If the computer prompts that you entered an invalid case number, click on [**Back**] to re-enter.
- When the case number is correct, click on [**Next**]

Verify the case number and caption are correct.

ECF Civil Criminal

Motions

[3:08-cr-31223-H USA v. Franklin et al](#)

Click

Designate the party(s) filing the document



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation tabs for "Civil" and "Criminal". Below the header, the page title is "Motions" and the case number is "3:08-cr-31223-H USA v. Franklin et al". The main instruction is "Select the filer." followed by "Select the Party:". A list box contains the following entries: "USA [Plaintiff]", "Franklin, Carol (1) [Defendant]", "Kelley, Thomas (2) [Defendant]", "Tracy, Karen (3) [Defendant] (T)", and "Denton, John (4) [Defendant]". The entry "Denton, John (4) [Defendant]" is highlighted in blue. Below the list box, there is a note: "(T) indicates a terminated party". At the bottom of the form, there are two buttons: "Next" and "Clear".

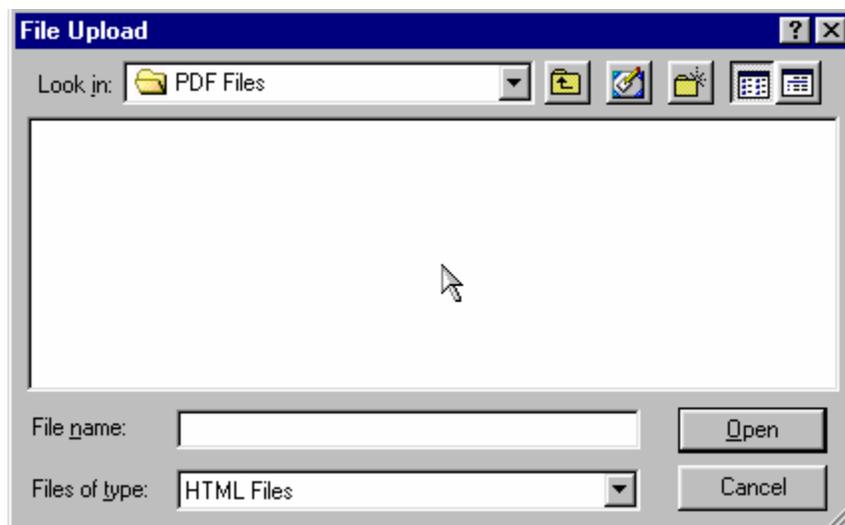
Highlight the name of the party or parties filing the motion. Click on the [Next] button.

Specify the PDF file name and location for the document to be filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document

- Click on the **[Browse]** button. ECF opens to your saved documents files.



- Change the **Files of type** from:

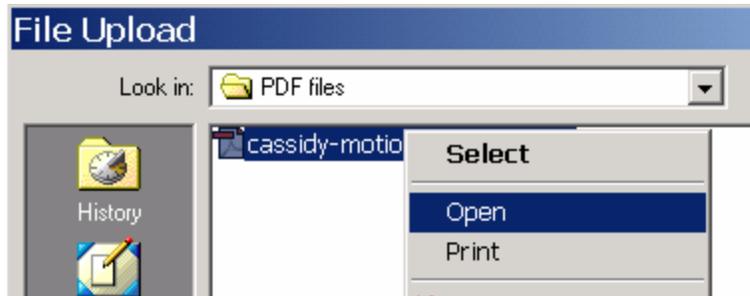


to:



- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

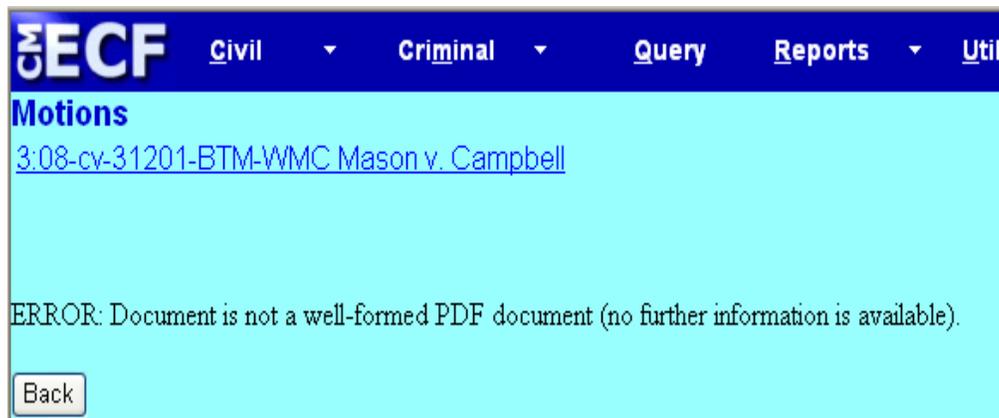
Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button in the lower right corner of the File Upload window. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

A screenshot of the ECF (Electronic Case Filing) interface. The top navigation bar includes "ECF", "Civil", "Criminal", and "Query". The main heading is "Motions". Below the heading is a link: "3:08-cr-31224-H USA v. Franklin et al". The main content area is light blue and contains the instruction: "Select the pdf document (for example: C:\199cv501-21.pdf).". Below this is a "Filename" label and a text input field containing "K:\COMMON\EVERYONE\CM-ECF COI". To the right of the input field is a "Browse..." button. Below the filename field is the label "Attachments to Document:" followed by two radio buttons: "No" (selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

- Typically the Memorandum of Points and Authorities will be a separate attachment to the motion. However, if there are no attachments to the motion click on **[Next]**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text,**” to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 5, “**Adding Attachments to Documents Being Filed**”.



If the event you selected and highlighted is a file that is *not* in PDF format, ECF will display the following error message after you click on the [Next] button.

- ECF will not permit you to submit a file for your pleading that is not in PDF format.
- Click on the [Back] button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



- If you click [OK] from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

Add attachments to documents being filed

If you need to attach documents to your motion, a new **Motions** screen appears.

CM/ECF [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Logout](#)

Motions
[3:08-cr-31224-HUSA v. Franklin et al](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- **Step 1:** Click on [**Browse**] to search for the document file name of the attachment. ECF opens to your saved documents files.
- **Step 2:** (Required) Click on the arrow in the Category field and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- **Step 3:** Click on [**Add to List**].

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- **Step 4:** Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on [**Next**].

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 10MB in size, can be submitted in paper format. Present the entire pleading with attachments to the clerk's office for handling.

Note: If the entire exhibit exceeds ten (10) megabytes with a maximum resolution of 400 dots per inch (dpi), it must be submitted in multiple segments, not to exceed ten (10) megabytes each.

Modify docket text

ECF Civil • Criminal • Query • Reports • Utilities •

Motions
[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy , Sundance Kid . (Pleiss, Luta)

Click on the button shown here to open a pre-text drop-down list. Select a pre-text if appropriate.

ECF Civil • Criminal • Query • Reports • Utilities • Search

Motions
[3:08-cr-31224-H USA v. Franklin et al](#)

Docket Text: Modify as Appropriate.

by Thomas Kelley as to Carol Franklin, Thomas Kelley, Karen Tracy, John Denton . (Attachments: # (1) Memo of Points and Authorities, # (2) Declaration of Samuel Smith) (attytrain12,)

Click in the open text area to type additional text for the description of the pleading.

ECF Civil • Criminal • Query • Reports • Utilities • Search

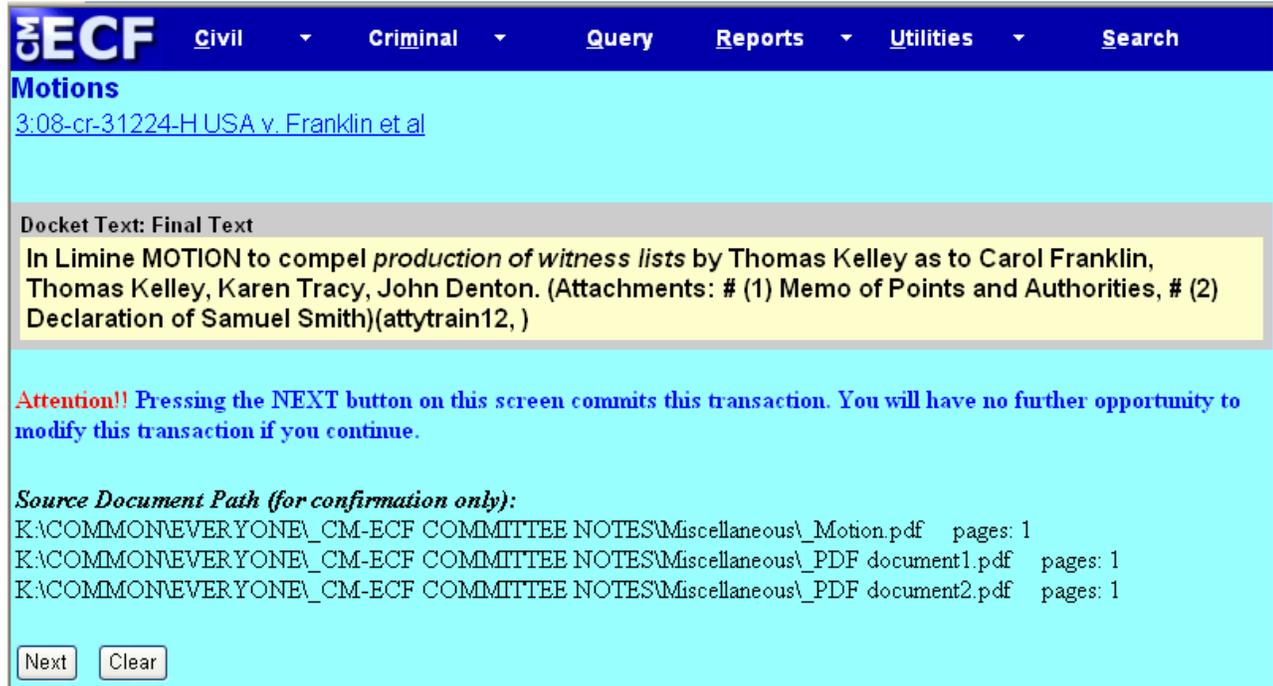
Motions
[3:08-cr-31224-H USA v. Franklin et al](#)

Docket Text: Modify as Appropriate.

production of witness lists by Thomas Kelley as to Carol Franklin, Thomas Kelley, Karen Tracy, John Denton . (Attachments: # (1) Memo of Points and Authorities, # (2) Declaration of Samuel Smith) (attytrain12,)

Submit the pleading.

- Click on the **[Next]** button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the  button on the browser toolbar to find the screen you wish to alter.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, and Search. Below the navigation bar is a light blue header area with the word "Motions" and a link to "3:08-cr-31224-H USA v. Franklin et al". The main content area has a grey header "Docket Text: Final Text" followed by a yellow box containing the docket text: "In Limine MOTION to compel production of witness lists by Thomas Kelley as to Carol Franklin, Thomas Kelley, Karen Tracy, John Denton. (Attachments: # (1) Memo of Points and Authorities, # (2) Declaration of Samuel Smith)(attytrain12,)". Below this is a red warning: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Underneath is the "Source Document Path (for confirmation only):" section listing three PDF files with their paths and page counts. At the bottom are "Next" and "Clear" buttons.

- Click on the **[Next]** button to e-file the pleading.
- NOTE: ECF will display the Source Document Path for the attached e-filings. The path includes both the file and document name and the number of pages for each document.

Note: The screen depicted above contains the following warning.

Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- Clicking on any Menu Item on the **Blue** ECF menu bar to *abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- Clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

Notice of Electronic Filing

ECF opens a new window displaying a Notice of Electronic Filing (NEF)

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Motions" and the case name is "3:06-cr-01054-HUSA v. Heron-Garcia". The court is identified as "U.S. District Court, Southern District of California". The main heading is "Notice of Electronic Filing". The text states: "The following transaction was entered by attytrain12, on 4/23/2008 at 3:25 PM CDT and filed on 4/23/2008". Case details include: Case Name: USA v. Heron-Garcia; Case Number: 3:06-cr-1054; Filer: Dft No. 1 - Brenda Heron-Garcia; Document Number: 42. The Docket Text reads: "In Limine MOTION to compel production of witness lists by Brenda Heron-Garcia. (Attachments: # (1) Memo of Points and Authorities, # (2) Declaration of Samuel Smith)(attytrain12,)". Below this, it states: "3:06-cr-1054-1 Notice has been electronically mailed to:" followed by email addresses for U.S. Attorney CR (deadmail@casd.uscourts.gov) and attytrain12 (deadmail@casd.uscourts.gov). Finally, it states: "3:06-cr-1054-1 Notice has been delivered by other means to:" followed by the address for Federal Defenders of San Diego: 225 Broadway, Suite 900, San Diego, CA 92101-5008.

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select [**Print**] on the browser Toolbar to print the NEF.
- Select [**File**] on the browser menu bar, and choose **Save Frame As...** from the drop-down window to save the NEF to your client file.
- **Note:** The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.
- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading and the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

Litigants receiving the NEF will receive this notice. There is only one (1) free look for each registered attorney. If the attorney has secondary e-mail addresses, there is still only one (1) free look for the attorneys account.

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Linking Documents (Refer to existing event)

Some pleadings such as Briefs and Notices should be “linked” to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.

The screenshot shows the ECF interface with a blue header containing 'ECF', 'Civil', 'Criminal', 'Query', and 'Reports'. Below the header, the 'Notices' section is highlighted in light blue. A notice is listed: '3:06-cv-01054-LAB-WMC Stephen v. Shelar, et al'. A checkbox is checked, indicating the user wants to link the document to another document in the case. Below the checkbox, there are input fields for 'Filed' and 'Documents' with '25' entered, and 'to' fields. At the bottom, there are 'Next' and 'Clear' buttons.

To link the document you are currently filing to a previously filed document, check the box in front of “Should the document you are filing link to another document in this case?” Narrow the search for related documents by inserting the document number or a date range and click [Next].

CM/ECF will display results from your search. Either the entire docket for this case or docket entries with the selected criteria will be displayed.

Other Documents

Select the appropriate event(s) to which your event relates:

- 05/01/2002 [2](#) MOTION for Preliminary Injunction by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty,)
- 05/01/2002 [3](#) MOTION for Extension of Time by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty,)

Click the checkbox for the document you wish to link to and click **[Next]**.

Query Feature

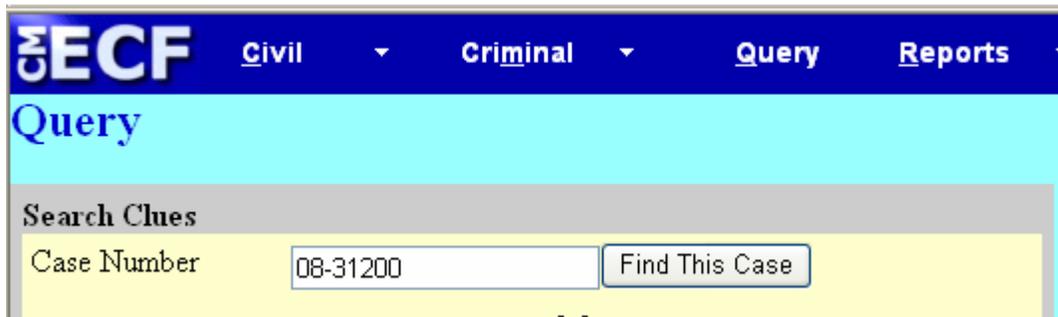
Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.



ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee of \$.08 per page to access documents, docket sheets, etc. from ECF. You can link to the PACER home page from our home page for further information.

After you enter your PACER login and password, ECF opens a Query data entry screen. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field. Click on Find this case



ECF will display all cases with this number: civil, criminal or magistrate. Select the civil case, criminal case or criminal defendant you wish to query and click on the [**Run Query**] button.



If you do not know the case number - enter the party name in the Last/Business Name field and click on the **[Run Query]** button.

The screenshot shows the ECF Query interface. At the top, there is a navigation bar with 'ECF' logo and tabs for 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below this is a 'Query' section with a yellow background. The 'Search Clues' section contains several input fields and radio buttons. The first section has a 'Case Number' field, followed by 'or search by' options: 'Case Status' with radio buttons for 'Open', 'Closed', and 'All'; 'Filed Date' and 'Last Entry Date' with date range fields; and 'Nature of Suit' with a dropdown menu showing '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'. The second section has another 'Case Status' radio button set, a 'Last/Business Name' field containing 'cambpell' with examples '(Examples: Desoto, Des*t)', 'First Name' and 'Middle Name' fields, and a 'Type' dropdown menu with a 'Prisoner ID' field. At the bottom are 'Run Query' and 'Clear' buttons.

If more than one person with that name is in the database, ECF returns a screen from which to select the correct name.

The screenshot shows a 'Select A Person' screen. At the top, there is a navigation bar with 'Query', 'Reports', and 'Utilities' tabs. The main heading is 'Select A Person'. Below this, it says 'There were 2 matching persons.' and lists two entries: 'Campbell, Brandon (pty)' and 'Campbell, Cameron (pty)', each with a blue underlined link.

If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases.

The screenshot shows the ECF interface with a dark blue header containing the ECF logo and navigation tabs for Civil, Criminal, Query, Reports, and Utilities. The main content area is light blue and titled "Select A Case". Below the title, it states "This person is a party in 15 cases." and lists two cases:

3:06-cv-09001-BEN-BLM	Michaels v. Campbell	filed 05/16/06
3:06-cv-31200-BTM-WMC	Mason v. Campbell	filed 01/20/08

If you click on the case number hyperlink, ECF will open the Query Window screen

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time" search criteria. When you run the query, if there is more than one case that meets those criteria, you will get a screen similar to the one above, but listing multiple case numbers.

The screenshot shows the ECF interface with a dark blue header. The main content area is light blue and displays details for case **3:06-cv-31201-BTM-WMC** (Mason v. Campbell). The case is presided over by Barry Ted Moskowitz, with William McCurine, Jr. as the referral judge. The date filed is 01/20/2008 and the date of last filing is 03/19/2008.

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case File Location...](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#)
- [Docket Report ...](#)
- [Filers](#)
- [History/Documents...](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)
- [View a Document](#)

At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

Attorney displays the names, addresses, fax number, e-mail address, and telephone numbers of the attorneys who represent each of the parties to the case.

Case Summary

Case Summary provides a summary of current case-specific information as represented below.

3:08-cv-00250 BTM-WMC Mason v. Campbe..
 Barry Ted Moskowitz, presiding
 William McCurine, Jr. referral
Date filed: 07/02/2007 Date of last filing: 08/20/2007

Case Summary

Office:	San Diego	Filed:	07/02/2007
Jury Demand:	Both	Demand:	
Nature of Suit:	442	Jurisdiction:	Federal Question
Cause:	28:1983 Civil Rights	Disposition:	
County:		Terminated:	
Origin:	1	Reopened:	
Lead Case:	None		
Related Case(s):	None		
Party 1:	WAYNE HARRELL (pla)		
Party 2:	DISRTICT OF COLUMBIA (DFT)		
Plaintiff:	Laura Mason	Represented by:	Anne Matthews Phone: 858-555-7777
			Email: deadmail@casd.uscourts.gov
Defendant:	Brandon Campbell	Represented by:	Grant Brighton Phone: 858-555-7777
			Email: deadmail@casd.uscourts.gov

Deadlines/Hearings

Deadlines/Hearings produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen depicted on the next page.

Deadlines/Hearings

Sort by **Due/Set**

- Document Number
- Deadline/Hearing
- Filed
- Due/Set**
- Satisfied
- Terminated

Run Query Clear

After the window opens, if you click on a document number, or the Silver Ball icon ECF will display the actual order or minute order scheduling the conference or hearing.

NOTE: Minute Orders may have been virtual – no paper document was created to make the docket entry. There is no hyperlink to virtual orders, but the Silver Ball icon will display the NEF which created this docket entry.

3:06-cv-31201-BTM-WMC Mason v. Campbell Barry Ted Moskowitz, presiding William McCurine, Jr, referral Date filed: 01/20/2008 Date of last filing: 03/19/2008					
Deadlines/Hearings					
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
4	 Motion Hearing	02/14/2008	02/18/2008 at 09:15 AM		
5	 Status Conference	02/18/2008	02/22/2008 at 09:00 AM		

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docket entries for the hearing that you selected.

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

ECF Civil Criminal Query Reports Utilities

Docket Sheet

Case Number
3:06-cv-31201-BTM-WMC Mason v. Campbell

Filed to
 Entered to

Documents to

Include:
 Parties and counsel
 Terminated parties
 List of member cases
 Links to Notices of Electronic Filing

Document options:
 Include headers when displaying PDF documents
 View multiple documents

Format:
 HTML (unpaginated)
 PDF (paginated)

Sort by Oldest date first

Make these options my default.

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the boxes to **Include links to Notice of Electronic Filing** and **List of Member cases** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

Date Filed	#	Docket Text
01/20/2008	1	COMPLAINT with Jury Demand against Brandon Campbell (Filing fee \$ 350 receipt number 65468.), filed by Laura Mason. (jrl) (Entered: 02/25/2008)
01/20/2008	2	Summons Issued as to Brandon Campbell. (jrl) (Entered: 02/25/2008)
02/10/2008	3	ANSWER to 1 Complaint by Brandon Campbell (jrl) (Additional attachment(s) added on 2/26/2008: # 1 Answer to Complaint x) (jrl). (Entered: 02/25/2008)

The document numbers in the middle column are hyperlinks to PDF files of the actual documents e-filed. Place your pointer on the silver ball icon next to the document number and click to display the **Notice of Electronic Filing (NEF)** for the document.

Checking the View Multiple Documents box will allow you to select several documents to review and they would appear in PDF format consecutively.

Date Filed	#	clear	Docket Text
01/20/2008	1	<input checked="" type="checkbox"/>	COMPLAINT with Jury Demand against Brandon Campbell (Filing fee \$ 350 receipt number 65468.), filed by Laura Mason. (jrl) (Entered: 02/25/2008)
01/20/2008	2	<input checked="" type="checkbox"/>	Summons Issued as to Brandon Campbell. (jrl) (Entered: 02/25/2008)
02/10/2008	3	<input checked="" type="checkbox"/>	ANSWER to 1 Complaint by Brandon Campbell. (jrl) (Additional attachment(s) added on 2/26/2008: # 1 Answer to Complaint x) (jrl). (Entered: 02/25/2008)

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the following screen. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. The next screen depicts a portion of a **History/Documents** report. This report also displays the docketing text for all docketed events.

3:06-cv-31202-BTM-WMC Mason v. Oyl		
Barry Ted Moskowitz, presiding William McCurine, Jr, referral		
Date filed: 04/02/2008 Date of last filing: 04/02/2008		
History		
Doc. No.	Dates	Description
1	Filed & Entered: 03/19/2008	Complaint
		Docket Text: COMPLAINT with Jury Demand against Olive Oyl (Filing fee \$ 350 receipt number 65478), filed by Laura Mason (jrl)
2	Filed & Entered: 03/19/2008	Summons Issued
		Docket Text: Summons Issued as to Olive Oyl (jrl)
3	Filed & Entered: 03/19/2008	Order of Transfer Pursuant to Low Number Rule
		Docket Text: ORDER OF TRANSFER PURSUANT TO LOW NUMBER RULE. Case reassigned to Judge Barry Ted Moskowitz and Magistrate Judge William McCurine, Jr for all further proceedings. Judge Larry Alan Burns, Magistrate Judge Barbara Lynn Major no longer assigned to case. Signed by Judge Larry Alan Burns on 3/19/2008. (tpo)

You may view a PDF file of actual documents by clicking on the document number in the left column of the onscreen report.

View a Document

This option allows the viewer to select a single document to review. If the document has attachments they will also be available to review singly or as a View All. It eliminates the PACER charge to review the docket sheet.

Other Queries

The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

Reports Feature

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the **Blue** menu bar, ECF opens the **Reports** screen.



If you select Civil Cases, Criminal Cases, Docket Activity or Docket Sheet from the above screen, ECF will ask you to login to PACER. You may view the other options for a case without logging

into PACER.

Docket Sheet

Click on the **Docket Sheet** hyperlink and ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

The screenshot shows the ECF Docket Sheet query window. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the title "Docket Sheet" is displayed. The main content area contains several input fields and checkboxes. The "Case Number" field is highlighted in yellow and contains the text "3:06-cv-31201-BTM-WMC Mason v. Campbell". Below this, there are radio buttons for "Filed" (selected) and "Entered", followed by two empty text input fields. There is also a "Documents" field with two empty text input fields. The "Include:" section has four checked checkboxes: "Parties and counsel", "Terminated parties", "List of member cases", and "Links to Notices of Electronic Filing". The "Document options:" section has two checkboxes: "Include headers when displaying PDF documents" (checked) and "View multiple documents" (unchecked). The "Format:" section has two radio buttons: "HTML (unpaginated)" (selected) and "PDF (paginated)". At the bottom, there is a "Sort by" dropdown menu set to "Oldest date first", a "Run Report" button, a "Clear" button, and a checkbox for "Make these options my default" which is unchecked.

This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature. Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

ECF Civil Criminal Query Reports Utilities Search Logout

Civil Cases Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: El Centro, INS
Case type: Civil, Miscellaneous
Nature of suit: 0 (zero), 110 (Insurance)
Cause: 0 (No cause code entered), 00:0000 (00:0000 Cause Code U...)
Jurisdiction: Diversity, Federal Question
Case flags: 1915g, 2255
Terminal digit(s): 2, 4, 7
Filed: 4/18/2008 to 4/25/2008
Sort by: Case Number
Output Format: Formatted Display, Data Only
Run Report Clear Make these options my default

Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and if you wish to narrow your search select a Nature of Suit or Cause Code. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed in ECF at the U.S. District Court from 4/18/08 to 4/25/08.

Civil Cases Report			
U.S. District Court -- Southern District of California			
Filed Report Period: 1/2/2007 - 3/31/2007			
Case Number/ Title	Case Dates	Days Pending	Notes
3:06-cv-01054-LAB-WMC Stephen v. Shelar, et al	Case filed: 05/10/2006 Case closed: 08/31/2006 Case reopened: 03/08/2007	482	Cause: 42:1983 Prisoner Civil Rights NOS: 550 Prisoner: Civil Rights Office: San Diego Jurisdiction: Federal Question Presider: Larry Alan Burns Referral: William McCurine, Jr. Jury demand: Plaintiff Case flags: IFP, TERMED
3:06-cv-01069-W-PCL Wayne v. Wayne, et al	Case filed: 05/16/2006 Case closed: 06/23/2006 Case reopened: 02/08/2007	510	Cause: 42:1983 Prisoner Civil Rights NOS: 550 Prisoner: Civil Rights Office: San Diego Jurisdiction: Federal Question Presider: Thomas J. Whelan Referral: Peter C. Lewis Jury demand: None Case flags: REMAND, TERMED
3:06-cv-09195-JAH-JMA Butt v. Winter	Case filed: 01/15/2007	534	Cause: 42:2000e Job Discrimination (Employment) NOS: 442 Civil Rights: Jobs

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Criminal Cases Report

The **Criminal Cases** report works in the same manner, providing a list of cases filed for the criteria selected i.e., criminal or magistrate cases, the citation, dates filed and terminated or pending defendants.

Criminal Cases Report

Warning: This report is not subject to the 30 page billing cap.

You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: San Diego Yuma

Case types: Magistrate

Case flags: 2255

Citation:

Count Status: Pending Disposed

Filed: to

Terminal digit(s): Pending defendants
 Terminated defendants
 Fugitive defendants
 Non-Fugitive defendants

Sort by:

Output Format: Formatted Display Data Only

Make these options my default.

Criminal Cases Report

U.S. District Court -- Southern District of California
Filed Report Period: 4/18/2007 - 4/25/2008

Case Number/ Title	Case Dates	Days Pending	Notes
3:06-cr-01054-H USA v. Heron-Garcia			
1 - Brenda Heron-Garcia	<i>Added:</i> 05/18/2006 <i>Reopened:</i> 05/09/2007	708	<i>Presider:</i> Marilyn L. Huff
3:07-cr-03333 USA v. Verde et al	<i>Case filed:</i> 10/29/2007		<i>Office:</i> San Diego
1 - Victor V Verde	<i>Added:</i> 10/29/2007	179	<i>Presider:</i> Unassigned
2 - Paulette P Purple	<i>Added:</i> 10/29/2007	179	<i>Presider:</i> Unassigned
3:07-cr-03505-JM USA v. Naranjo-Mendoza	<i>Case filed:</i> 06/01/2007		<i>Office:</i> San Diego
1 - Antonio Naranjo-Mendoza	<i>Added:</i> 06/01/2007	329	<i>Presider:</i> Jeffrey T. Miller

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. You may also select a single defendant within the case by clicking on the hyperlinked name. Follow the instructions in the previous section for a Docket Sheet report.

Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions. Under 'Your Account' the following areas can be changed:

- **Maintain Your Account** allows access to change the registered users address, change the E-mail address for the registered user and any additional E-mail addresses for the registered user, and to change the registered users Login/Password.
 - **Maintain Your Address** limits changes to the address of the registered user.
 - **Maintain Your E-mail** limits changes to the E-mail address for the registered user and any additional E-mail addresses authorized by the registered user.
 - **Maintain Your Login/Password** limits changes to the Login/Password of the registered user.
- **View Your Transaction Log** will display all transactions created using the Login/Password of the registered user on or between the specified dates.



The screenshot shows the ECF website interface. At the top is a dark blue navigation bar with the ECF logo on the left and several menu items: 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below the navigation bar, the 'Utilities' section is displayed on a light gray background. It is divided into two columns. The left column is titled 'Your Account' and contains a list of links: 'Maintain Your Account', 'Maintain Your Address', 'Maintain Your E-mail', 'Maintain Your Login/Password', 'View Your Transaction Log', 'Change Client Code', 'Change Your PACER Login', 'Review Billing History', 'Show PACER Account', and 'Remove Default PACER Account'. The right column is titled 'Miscellaneous' and contains a list of links: 'Legal Research ...', 'Mailings...', 'Verify a Document', and 'Edit Your Scheduled Reports'.

Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.

Maintain User Account

Last name	attytrain12	First name	
Middle name		Generation	
Gender	▼	ATY Type	▼
Title			
Bar number		Type	aty
Prisoner id		<input checked="" type="checkbox"/> Add Headers to PDF Documents	
Office	Law Offices of _____		
Unit			
Address 1	1234 CM/ECF Training Purposes Only		
Address 2			
Address 3			
City	Anytown	State	CA
		Zip	92555
Country	US	County	▼
Phone	619-555-1234	Fax	
Initials	DOB	End date	

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status. After making changes on this screen click on the Submit button to record changes.

You will be responsible for changing your physical address, E-mail address, telephone number, and fax number when necessary. You are also required to file a Notice of Change of Address in each of your pending cases.

This screen corresponds with the **Maintain Your Address** menu item if only the registered attorney's address is being changed.

Clicking on the [E-mail information] button on the bottom of Maintain Your Account screen opens the following screen.

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
deadmail@casd.uscourts.gov	HTML	Individual NEF	Yes	Yes	Hide Options
john_latte@casd.uscourts.gov	HTML	Summary NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options

ECF will E-mail **Notices of Electronic Filing** based upon the information entered in this screen. *PLEASE ENSURE THE CORRECT PRIMARY AND SECONDARY E-MAIL ADDRESSES ARE IN THE DATABASE.* If you change secondary addresses for support staff, paralegal or secretary, please update that name and address. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen click on the ‘Add Additional E-mail Addresses’ button.
- Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters. This area will dynamically populate the Format field to HTML, the Delivery Method to Individual NEF, and designate the secondary address as Active.
- Delivery method provides a choice of a ‘Summary Notice’ of Electronic Filing (NEF), sent at 12:01 am. It lists every e-filing on the previous day in cases attached to the name of the attorney or designated additional cases. The second choice is ‘Individual NEF’, which provides a notice to the attorney and all secondary addresses as soon as the document is e-filed.

This screen corresponds with the **Maintain Your E-mail** menu item if the E-mail address of the registered attorney or Additional E-mail addresses authorized by the registered user are being changed.

- ‘Additional Options’ allows the addition of Additional Cases. The Show button is accessed to select ‘Add’. This brings up a new text box entitled ‘Enter case number’, then click on ‘Add to List’. The additional case will now be added to the cases the attorney receives Notices of Filings.

NOTE: the ‘free look’ does not apply when viewing PACER documents.

- If you wish to enter completely new information about your account, use the [Clear] button to clear the fields on this screen.

After updating your account information, click on the [Return to Account screen] button to return to your **Maintain User Account**. Click on the [Submit] button, and then click on the next [Submit] button.

LOGIN AND PASSWORD

To edit or view login information about your account, select the button labeled **More User Information**, from the **Maintain User Account** screen. ECF opens the screen depicted below.

This screen displays user login information and provides the means to change your ECF login or password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen.

This screen corresponds with the **Maintain Your Login/Password** menu item and can be used if the Login or Password of the registered attorney is being changed.

When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. Click on one more **[Submit]** button and ECF will notify you onscreen that your updates were accepted. If you changed passwords, you must begin using the new password during your next ECF session.

View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Run Report]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See below for a sample transaction log report.

Transaction Log			
Report Period: 04/02/2008 - 04/25/2008			
Id	Date	Case Number	Text
19317	04/02/2008 14:20:47	3-07-cr-3505-1	MOTION to Preserve Evidence <I>re Rule 609</I>, MOTION to Preclude Evidence <I>re Rule 404</I>, MOTION to Exclude Indictment, MOTION to Preclude <I>the Government from Informing the Jury of Inadmissible Facts</I>, MOTION Limit Government's Reb
19725	04/16/2008 08:56:07	3-06-cv-31204	NOTICE of Lis Pendens by Laura Mason (attytrain23,)
19726	04/16/2008 11:28:16	3-06-cv-31204	Joint MOTION for Preliminary Injunction <I>as to all defendants</I> by Laura Mason. (Attachments: # (1) Memo of Points and Authorities)(attytrain23,)
Total Number of Transactions: 3			

Use this feature of ECF to review your transactions and to verify that:

- All of the transactions you entered are reflected in the Transaction Log
- No unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

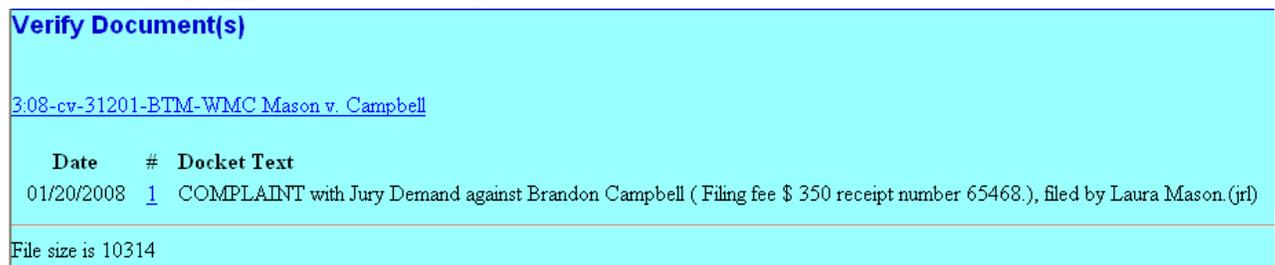
ECF provides three Miscellaneous functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document



When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.

Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. You will not need to log in to PACER to verify the document.



There is also a **Mailings** hyperlink that provides mailing information for cases. Select 'Mailing Info for a Case.' Enter the case number



Mailing Information for a Case 3:08-cv-31201-BTM-WMC

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case.

- **Grant Brighton**
deadmail@casd.uscourts.gov

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

Anne Matthews
Law Offices of Anne Matthews TEST_3.0.4_Database
for Testing Purposes Only
777 Lucky Lane
Suite 711
Vegastown, CA 95555

Search



The Search button can help to find a menu option or event that you need. Click on the Search Menu, enter a word or phrase, and then click on the [Search] button. A complete list of menu items and events with names containing those letters is displayed. Each display is a link, to click on the link places you into the first screen for e-filing the selected event.



Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.

Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen.

Additional Information Regarding ECF

Sealed Documents

Continue to file sealed documents in paper format at the District Court Clerk's office in accordance with the existing practices and procedures for conventional filing.

Exparte Documents

Ordinary *Ex Parte* motions, for which notice is to be provided to all parties, should be filed electronically. *Ex Parte* documents for which no notice is to be provided to opposing parties should be filed in paper format under seal. *Ex Parte* documents filed in the system will be served on all parties.